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**TOWN OF VERNON
FIRE DEPARTMENT**

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Department Meeting Minutes

May 30, 2017

The meeting was called to order at 1902 hrs. by Chief, Stephen Eppler. Motion was made seconded (Galley/Maguda) to approve the minutes from the January 20, 2017 meeting.

Training Report: No report.

Administration Report:

- A/C Babcock discussed the recent email sent regarding Firehouse Software. The CAD interface is up and running.
- Incident narratives are still required in Firehouse Software. Rob complimented those members doing a good job with this information.
- SOG updates are being worked on.
- There are currently 3 new applicants waiting to start the next recruit class in the fall.
- Lieutenant Elections for 2018-2019 will be conducted in December. Members who are thinking about their interest in holding officer rank should review the requirements. Existing officers should make sure to update their resumes accordingly.
- A new process for company transfers is being implemented. A form has been created that needs to be completed by the member. It is then reviewed with current Captain and then forwarded to the new company captain for their review and comments. It will finally be presented to the Executive Board for their review and ultimate decision.

Health & Safety Report: No Report.

Board of Firefighters: No Report.

Old Business:

- Awards were distributed to those who were not available for the February Awards presentation.
- LOSAP changes were approved by the Town Council effective 7/1/2017. Finalized wording of the revised plan was provided by the Town Administration. Chief Eppler will get a copy of the document to the LOSAP committee for distribution as needed.
- A letter of thanks was received for members participating in the RHS Career Fair. It was a great success. Thanks from RHS were also given to Steve Augustus for his continued support.

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New Business:

- Ray Walker has accepted the full time Fire Marshal position.

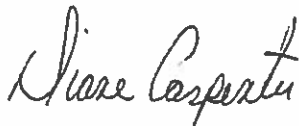
Upcoming Events:

- Thursday, June 1st Captain Muniz is looking for a couple of people to do an open house at Station 141. This will be for Northeast School starting at 8:30am to 11am. If you are available and interested please contact him.

Good of the Order: None

Motion was made/seconded (Fischer/Lafontaine) to adjourn the meeting at 1930 hrs.

Respectfully submitted,

A handwritten signature in cursive script that reads "Diane Carpenter".

Diane Carpenter, Secretary